

**EXPLANATION OF WORKSHEET
1999-2000 AWARD PERIOD**

Each institution that applied for funds under the Federal Work-Study, Federal Perkins Loan and/or Federal Supplemental Educational Opportunity Grant Programs for the 1999-2000 Award Period receives a tentative funding level which is based on 1) a Base Guarantee 2) a Pro Rata Increase, and 3) a Fair Share Increase, minus the amount of unexpended 1997-1998 funds if this amount exceeds 10% of the institution's 1997-1998 allocation. These amounts are distributed based on funds availability. Following is an explanation of the institutional worksheet for each program.

IMPORTANT: Retain this copy of the worksheet explanation because another copy will not be provided when final allocations are issued this spring.

COMPUTATION OF BASE GUARANTEES

FEDERAL WORK-STUDY

1. An institution that participated in the FWS program in the 1985-1986 award year receives a base guarantee equal to its 1985-1986 expenditures from funds authorized for this program.
2. An institution that did not participate in the FWS program in the 1985-1986 award year and is not a first or second time participant receives a base guarantee equal to the greater of-
 - (A) \$5,000; or
 - (B) 90 percent of its expenditures from funds authorized for this program, for the first year it participated in the FWS

program after the 1985-1986 award year.

EXCEPT that if the institution's second year base guarantee was greater than its first year base guarantee, its 1999-2000 base guarantee is equal to 90% of its expenditures for the first year of participation, or 90% of its second year base guarantee, whichever is greater.

3. An institution applying to participate in the FWS program for the first or second time receives a base guarantee equal to the greatest of-

(A) \$5,000; or

(B) 90 percent of the figure derived by taking the Federal share of FWS expenditures in 1997-1998 by institutions offering comparable type programs of instruction (See page 5), DIVIDED BY enrolled students in 1997-1998 in those same institutions, TIMES the applicant institution's 1997-1998 enrollment; or

(C) 90 percent of its 1998-1999 allocation.

FEDERAL PERKINS LOAN

1. An institution that participated in the Federal Perkins Loan Program in the 1985-1986 award year receives a base guarantee equal to the amount of its 1985-1986 allocation of Federal capital contribution (FCC). This amount, called the conditional guarantee, is then adjusted by the institution's cohort default penalty factor to arrive at the base guarantee.

2. An institution that did not participate in the 1985-1986 award year and is not a first or second time participant, receives an amount equal to its cohort default penalty factor times the greater of-

(A) \$5,000; or

(B) 100 percent of its expenditures from Federal capital contribution authorized for this program, for the first year it participated in the Federal Perkins Loan program after the 1985-1986 award year.

EXCEPT that if the institution's second year Base Guarantee - FCC was greater than its first year Base Guarantee - FCC, its 1999-2000 base guarantee is equal to 90% of its second year base guarantee -FCC, or 90% of its FCC expenditures for the first year of participation, whichever is greater, times the cohort default penalty factor.

3. An institution applying to participate in the Federal Perkins Loan Program for the first or second time receives a base guarantee equal to the greatest of-

(A) \$5,000; or

(B) 90 percent of the figure derived by taking the Federal Perkins Loan FCC expenditures in 1997-1998 for institutions offering comparable type programs of instruction (See page 5), DIVIDED BY enrolled students in 1997-1998 for those same institutions TIMES the applicant institution's 1997-1998 enrollment; or

(C) 90 percent of its 1998-1999 allocation.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

1. An institution that participated in the FSEOG program in the 1985-1986 award year receives a base guarantee equal to its 1985-1986 expenditures from funds authorized for this program.

2. An institution that did not participate in the FSEOG program in the 1985-1986 award year and is not a first or second time participant receives a base guarantee equal to the greater of-

(A) \$5,000; or

(B) 90 percent of its expenditures from funds authorized for this program for the first year it participated in the FSEOG program after the 1985-1986 award year.

EXCEPT that if the institution's second year base guarantee was greater than its first year base guarantee, its 1999-2000 base guarantee is equal to 90% of its expenditures for the first year of participation, or 90% of its second year base guarantee, whichever is greater.

3. An institution applying to participate in the FSEOG program for the first or second time receives a base guarantee equal to the greatest of -

(A) \$5,000; or

(B) 90 percent of the figure derived by taking the Federal share of FSEOG expenditures in 1997-1998 by institutions offering comparable type programs of instruction (See page 5), DIVIDED BY enrolled students in 1997-1998 in

those same institutions,
TIMES the applicant
institution's 1997-1998
enrollment; or

(C) 90 percent of its 1998-
1999 allocation.

Average 1997-1998 Expenditures for
FWS, Federal Perkins Loan, and FSEOG Programs
BY TYPE OF INSTITUTION

<u>Type of Institution</u>	<u>FWS Federal Share</u>	<u>FEDERAL PERKINS LOAN FCC</u>	<u>FSEOG Federal Share</u>
1. Cosmetology	\$23	\$35	\$59
2. Business	\$41	\$36	\$60
3. Trade & Technical	\$35	\$28	\$57
4. Art Schools	\$19	\$17	\$43
5. Other Proprietary	\$28	\$37	\$44
6. Non-Proprietary	\$41	\$15	\$32

How were the averages computed?

An average 1997-1998 expenditure per enrolled student for each program was derived for like type institutions by dividing expenditure data reported for the 1997-1998 Award Year by the corresponding aggregate enrollment for all the institutions of similar type.

A base guarantee equal to 90% of the appropriate computed average for each program times the applicant institution's 1997-1998 enrollment was used for institutions requesting participation for the first or second year.

If the institution did not have any 1997-1998 enrollment, we used the estimated 1998-1999 enrollment, or the projected 1999-2000 enrollment if the institution is not yet open.

**EXPLANATION OF
INSTITUTIONAL WORKSHEET
FWS TENTATIVE FUNDING 1999-2000**

ITEM 4
FWS REQUEST

Part II, Section A, Line 4 of
Application

ITEM 5
FWS NATIONAL TOTAL OF FUNDS
AVAILABLE

U.S. total 1999-2000 funds
available for Federal Work-Study
allocations.

ITEM 6
BASE GUARANTEE

See instructions on computation
of base guarantees. (FWS
Requirements)

ITEM 7
NATIONAL TOTAL OF BASE
GUARANTEES

Sum of Item 6 for all applicant
institutions nationwide.

ITEM 8
BASE GUARANTEE PERCENTAGE
FUNDABLE

Item 5 DIVIDED BY Item 7, not to
exceed 100%

ITEM 9
ADJUSTED BASE GUARANTEE

Item 6 TIMES Item 8

ITEM 10
BASE GUARANTEE RATIO

Item 6 DIVIDED BY Item 7

ITEM 11
NATIONAL FUNDS AVAILABLE - PRO
RATA INCREASE
Item 5 MINUS Item 7 TIMES 25%

ITEM 12
INITIAL PRO RATA INCREASE

Item 11 TIMES Item 10

ITEM 13
ADDITIONAL PRO RATA INCREASE

This increase is due to
redistribution of funds
available from other
institutions, which they would
have received if requested.

ITEM 14
TOTAL PRO RATA INCREASE

Item 12 PLUS Item 13

ITEM 15
AVERAGE UNDERGRADUATE TUITION
AND FEES

Institutions with traditional
academic calendars =
Application, Section G, line
25(a) DIVIDED BY Section F, line
9(a).

When entries on lines 25(a) and
9(a) are 0, but entry on line
43(a), 43(b), 43(d) or 43(e) is
greater than 0, DIVIDE Section
G, line 25(b) by Section F, line
9(b).

Other Institutions =
Application, Section G, line
25(a) DIVIDED BY Section F, line
12(a) PLUS 24(b).

ITEM 16
AVERAGE UNDERGRADUATE TIME IN
ATTENDANCE

Institutions with traditional
academic calendars = 9 months
(assumed).

Other Institutions =
Application, Section F, line
24(a), PLUS 24(b), DIVIDED BY
Section F, line 12(a) PLUS
24(b), maximum of 12 months.

ITEM 17
LIVING COST ALLOWANCE

\$5,430 TIMES Item 16 DIVIDED by
9 months

ITEM 18
BOOKS AND SUPPLIES ALLOWANCE

\$450 TIMES Item 16 DIVIDED BY 9
months

ITEM 19
AVERAGE UNDERGRADUATE COST

Item 15 PLUS Item 17 PLUS Item
18

ITEM 20
25% OF AVERAGE UNDERGRADUATE
COST

Item 19 TIMES 25%

ITEM 21
UNDERGRADUATE SELF-HELP NEED

USE UNDERGRADUATE COLUMNS OF
APPLICATION ONLY: Section H,
Lines 28 through 42 Dependent
and Independent.

Step (a)
EFC Constants X Item 16 DIVIDED
BY 9 months.

Step (b)
Multiply each line Dependent
PLUS Independent 28 through 42:

By Item 20
OR

By Item 19 MINUS product from
Step (a) (whichever is less for
each separate line)

Step (c)
Sum all of the amounts from Step
(b).

ITEM 22
AVERAGE GRADUATE TUITION AND
FEES

Application: Section G, Line
25(b) DIVIDED BY Section F, Line
9(b)

When entries on line 25(b) and
9(b) are 0, but entry in line
43(f) is greater than 0, DIVIDE
Section G, line 25(a) by Section
F, line 9(a).

ITEM 23
AVERAGE GRADUATE TIME IN
ATTENDANCE

9 months (assumed)

ITEM 24
LIVING COST ALLOWANCE

\$5,430

ITEM 25
BOOKS AND SUPPLIES ALLOWANCE

\$450

ITEM 26
AVERAGE GRADUATE COST

Item 22 PLUS Item 24 PLUS Item
25

ITEM 27
GRADUATE SELF-HELP NEED

USE GRADUATE COLUMN OF
APPLICATION ONLY: Section G
H, Column F (lines 28 through
42)

Step (a)
Multiply each line, 28 through
42 by (Item 26 MINUS the EFC for
that income category.)

Step (b)
Sum of all the amounts from Step
(a).

ITEM 28
TOTAL SELF-HELP NEED

Item 21 PLUS Item 27

ITEM 29
NATIONAL TOTAL SELF-HELP NEED

Sum of Item 28 for all applicant institutions nationwide.

ITEM 30
RELATIVE NEED

Item 28 DIVIDED BY Item 29

ITEM 31
FAIR SHARE

Item 5 TIMES Item 30

ITEM 32
NATIONAL FUNDS AVAILABLE FOR FAIR SHARE

Item 5 MINUS Item 7 TIMES 75%.

ITEM 33
SHORTFALL

Item 31 MINUS Item 9. MAY NOT BE LESS THAN ZERO.

ITEM 34
NATIONAL TOTAL OF SHORTFALLS

Sum of Item 33 for all applicant institutions nationwide.

ITEM 35
RELATIVE SHORTFALL

Item 33 DIVIDED BY Item 34

ITEM 36
INITIAL FAIR SHARE INCREASE

Item 32 TIMES Item 35.

ITEM 37
ADDITIONAL FAIR SHARE INCREASE

This increase is due to redistribution of funds available from other institutions, which they would have received if requested.

ITEM 38
TOTAL FAIR SHARE INCREASE

Item 36 PLUS Item 37.

ITEM 39
TOTAL FWS ALLOCATION

Item 9 PLUS Item 14 PLUS Item 38.

ITEM 40
UNDER USED PERCENTAGE

Unexpended 1997-1998 funds divided by 1997-1998 allocation.

ITEM 41
ALLOCATION REDUCTION

Highest 1997-1998 allocation minus 1997-1998 expenditure in FISAP, Part V, Line 17, if Item 40 above is greater than 10.0%.

ITEM 42
ADJUSTED FWS ALLOCATION

Item 39 minus Item 41.

**EXPLANATION OF
INSTITUTIONAL WORKSHEET
FSEOG TENTATIVE FUNDING 1999-
2000**

ITEM 4
FSEOG REQUEST

Part II, Section A, Line 3 of
Application.

ITEM 5
NATIONAL TOTAL OF FUNDS
AVAILABLE

U.S. total 1999-2000 funds
available for FSEOG allocations.

ITEM 6
BASE GUARANTEE

See instructions on the
computation of Base
Guarantee. (FSEOG Requirements)

ITEM 7
NATIONAL TOTAL OF BASE
GUARANTEES

Sum of Item 6 for all applicant
institutions nationwide.

ITEM 8
BASE GUARANTEE PERCENTAGE
FUNDABLE

Item 5 DIVIDED BY Item 7, not to
exceed 100%

ITEM 9
ADJUSTED BASE GUARANTEE

Item 6 TIMES Item 8.

ITEM 10
BASE GUARANTEE RATIO

Item 6 DIVIDED BY Item 7

ITEM 11
NATIONAL FUNDS AVAILABLE - PRO
RATA INCREASE

Item 5 MINUS Item 7 TIMES 25%

ITEM 12
INITIAL PRO RATA INCREASE

Item 11 TIMES Item 10

ITEM 13
ADDITIONAL PRO RATA INCREASE

This increase is due to
redistribution of
funds available from other
institutions,
which they would have received
if requested.

ITEM 14
TOTAL PRO RATA INCREASE

Item 12 PLUS Item 13

ITEM 15
AVERAGE UNDERGRADUATE TUITION
AND FEES

Institutions with traditional
academic calendars =
Application, Section G, line
25(a) DIVIDED BY Section F, line
9(a).

When entries in lines 25(a) and
9(a) are 0, but entry in line
43(a) or 43(d), is greater than
0, DIVIDE Section G, line
25(b) by Section F, line 9(b).

Other Institutions -
Application, Section G, Line
25(a) DIVIDED BY Section F, line
12(a) PLUS 24(b).

ITEM 16
AVERAGE UNDERGRADUATE TIME IN
ATTENDANCE

Institutions with traditional
academic calendars = 9 months
(assumed).

Other Institutions -
Application, Section F, line
24(a), PLUS 24(b), DIVIDED BY
Section F, line 12(a) PLUS
24(b), maximum of 12 months.

ITEM 17
LIVING COST ALLOWANCE

\$5,430 TIMES Item 16 DIVIDED BY
9 months

ITEM 18
BOOKS AND SUPPLIES ALLOWANCE

\$450 TIMES Item 16 DIVIDED BY 9
months

ITEM 19
AVERAGE UNDERGRADUATE COST

Item 15 PLUS Item 17 PLUS Item
18

ITEM 20
75% OF AVERAGE UNDERGRADUATE
COST

Item 19 TIMES 75%

ITEM 21
UNDERGRADUATE GRANT NEED

USE UNDERGRADUATE COLUMNS A & D
OF APPLICATION ONLY: Section H,
Lines 28 through 42

STEP (a)

Multiply the data in each income
cell TIMES
Item 20 MINUS (undergraduate EFC
constants TIMES Item 16 DIVIDED
BY 9 months)

STEP (b)
Sum of all the amounts from Step
(a).

ITEM 22
PELL GRANTS

Application, Part II, Section G
Line 26

ITEM 23
SSIG PERCENTAGE

1997-1998 State Total SSIG
(Federal plus state
shares) DIVIDED BY state total
of all state grants and
scholarships (data received from
each state).

ITEM 24
SSIG AWARDS

Estimated SSIGs made to
undergraduate students during
the 1997-1998 Award Year.
Application Section G, Line
27 TIMES Item 23.

ITEM 25
FSEOG NEED

Item 21 MINUS Item 22 MINUS Item
24

ITEM 26
NATIONAL TOTAL OF FSEOG NEED

Sum of Item 25 for all applicant
institutions nationwide.

ITEM 27
RELATIVE FSEOG NEED

Item 25 DIVIDED BY Item 26

ITEM 28
FAIR SHARE

Item 5 TIMES Item 27

ITEM 29
NATIONAL FUNDS AVAILABLE FOR
FAIR SHARE

Item 5 MINUS Item 7 TIMES 75%

ITEM 30
SHORTFALL

Item 28 MINUS Item 9. MAY NOT BE
LESS THAN ZERO.

ITEM 31
NATIONAL TOTAL OF SHORTFALLS

Sum of Item 30 for all applicant institutions nationwide.

ITEM 32
RELATIVE SHORTFALL

Item 30 DIVIDED BY Item 31

ITEM 33
INITIAL FAIR SHARE INCREASE

Item 29 TIMES Item 32

ITEM 34
ADDITIONAL FAIR SHARE INCREASE

This increase is due to redistribution of funds available from other institutions, which they would have received if requested.

ITEM 35
TOTAL FAIR SHARE INCREASE

Item 33 PLUS Item 34

ITEM 36
TOTAL FSEOG ALLOCATION

Item 9 PLUS Item 14 PLUS Item 35

ITEM 37
UNDER USED PERCENTAGE

Unexpended 1997-1998 funds divided by 1997-1998 allocation.

ITEM 38
ALLOCATION REDUCTION

Highest 1997-1998 allocation minus 1997-1998 expenditure in FISAP, Part IV, Line 10, if Item 37 above is greater than 10.0%.

ITEM 39
ADJUSTED FSEOG ALLOCATION

Item 36 minus Item 38.

**EXPLANATION OF INSTITUTIONAL
WORKSHEET FEDERAL PERKINS LOAN
TENTATIVE FUNDING 1999-2000**

ITEM 4
FCC REQUEST

Part II, Section A, Line 2 of
Application

ITEM 5
NATIONAL FUNDS AVAILABLE-FCC

U.S. total 1999-2000 funds
available for Federal Perkins
Loan allocations

ITEM 6
CONDITIONAL GUARANTEE

See instructions on the
computation of conditional
guarantees (Federal Perkins Loan
Requirements)

ITEM 7
COHORT DEFAULT RATE

If the entry in Part III,
Section D, Line 1.1 is equal to
or greater than 30, the Cohort
Default Rate = Line 1.2 divided
by 1.1 times 100%.

If the entry in Part III,
Section D, Line 2.1(c) is at
least 1 but less than 30, the
Cohort Default Rate = Line 2.4
divided by 2.3 times 100%.

ITEM 8
COHORT DEFAULT PENALTY FACTOR

Compute as follows, using the
Cohort default rate as of June
30, 1998;

Default Rate of 30% or greater =
default penalty factor of zero
(no Federal funds).

Default Rate of 25% thru 29.99%
= default penalty factor of 70%.

Default Rate of 20% thru 24.99%
= default penalty factor of 90%.

Default Rate of 0 thru 19.99% =
default penalty factor of 1 (no
penalty).

ITEM 9
BASE GUARANTEE

Item 6 TIMES Item 8

ITEM 10
NATIONAL TOTAL OF BASE
GUARANTEES

Sum of Item 9 for all applicant
institutions nationwide.

ITEM 11
BASE GUARANTEE PERCENTAGE
FUNDABLE

The 1999-2000 funds appropriated
for the Federal Perkins Loan
Program were insufficient to
provide base guarantees to all
institutions. Therefore, under
the provisions of the Higher
Education Act of 1965, as
amended, Section 462(a)(3)(A):

1. Institutions with 1985-1986
FCC allocations are
receiving a tentative
adjusted base guarantee
equal to their base
guarantee times the
percentage fundable shown
in this item. (It is
possible that this
percentage could increase
somewhat when final
allocations are issued by
April 1, 1999.)
2. Other institutions are
receiving a tentative FCC
allocation of zero. It is
possible that additional
funds may become available
to meet base guarantees
when final 1999-2000 FCC
allocations are determined
in March.

ITEM 12
ADJUSTED BASE GUARANTEE

Item 9 TIMES Item 11

ITEM 13
BASE GUARANTEE RATIO

Item 12 DIVIDED BY national
total of all Items 12

ITEM 14 through 17

These items are zero for all
institutions because the funds
available for this program were
insufficient to provide a 100
percent base guarantee for all
institutions.

ITEM 18
AVERAGE UNDERGRADUATE TUITION
AND FEES

Institutions with traditional
academic calendars =
Application, Section G, line
25(a) DIVIDED BY Section F, line
9(a).

When entries in line 25(a) and
9(a) are 0, but entry in line
43(a), 43(b), 43(d), or 43(e) is
greater than 0, DIVIDE Section
G, line 25(b) by Section F, line
9(b).

Other Institutions =
Application, Section G, line
25(a) DIVIDED BY Section F, line
12(a) PLUS 24(b).

ITEM 19
AVERAGE UNDERGRADUATE TIME IN
ATTENDANCE

Institutions with traditional
academic calendars = 9 months
(assumed).

Other Institutions =

Application, Section F, line
24(a), PLUS 24(b) DIVIDED BY
Section F, line 12(a) PLUS
24(b), maximum of 12 months.

ITEM 20
LIVING COST ALLOWANCE

\$5,430 TIMES Item 19 DIVIDED BY
9 months

ITEM 21
BOOKS AND SUPPLIES ALLOWANCE

\$450 TIMES Item 19 DIVIDED BY 9
months

ITEM 22
AVERAGE UNDERGRADUATE COST

Item 18 PLUS Item 20 PLUS Item
21

ITEM 23
25% OF AVERAGE UNDERGRADUATE
COST

Item 22 TIMES 25%

ITEM 24
UNDERGRADUATE SELF-HELP NEED

USE UNDERGRADUATE COLUMNS OF
APPLICATION ONLY: Section H,
Line 28 through 42 Dependent and
Independent

Step (a)
EFC Constants X Item 19 DIVIDED
BY 9 months.

Step (b)
Multiply each line Dependent
PLUS Independent 28 through 42:

By Item 23

OR

By Item 22 MINUS product from Step (a) (whichever is less for each separate line)

Step (c)

Sum all of the amounts from step (b)

ITEM 25
AVERAGE GRADUATE TUITION AND FEES

APPLICATION: Section G, Line 25(b) DIVIDED BY Section F, Line 9(b)

When entries in line 25(b) and 9(b) are 0, but entry in line 43(f) is greater than 0, DIVIDE Section G, line 25(a) by Section F, line 9(a).

ITEM 26
AVERAGE GRADUATE TIME IN ATTENDANCE

9 months (assumed)

ITEM 27
LIVING COST ALLOWANCE

\$5,430

ITEM 28
BOOKS AND SUPPLIES ALLOWANCE

\$450

ITEM 29
AVERAGE GRADUATE COST

Item 25 PLUS Item 27 PLUS Item 28

ITEM 30
GRADUATE SELF-HELP NEED

USE GRADUATE COLUMN OF APPLICATION ONLY: Section H (lines 28 through 42)

Step (a)

Multiply each line, 28 through 42 by (Item 29, MINUS EFC for that income category).

Step (b)

Sum of all the amounts from Step (a)

ITEM 31
TOTAL SELF-HELP NEED

Item 24 plus Item 30

ITEM 32
PROJECTED COLLECTIONS

FISAP, Section B, Line 7, Column (b) of Fed. Perkins Loan Fiscal Operations Report TIMES 121%.

ITEM 33
ADJUSTED SELF-HELP NEED

Item 31 MINUS Item 32 TIMES Item 8. MAY NOT BE LESS THAN ZERO.

ITEM 34
NATIONAL TOTAL - ADJUSTED SELF-HELP NEED

Sum of Item 33 for all applicant institutions nationwide.

ITEM 35
RELATIVE FCC NEED

Item 33 DIVIDED BY Item 34

ITEM 36
FAIR SHARE

Item 5 TIMES Item 35

ITEM 37, 41, 42, and 43

These items are zero for all institutions because the funds available for this program were insufficient to meet the base guarantee for all institutions.

ITEM 38

SHORTFALL

Item 36 MINUS Item 12. MAY NOT
BE LESS THAN ZERO.

ITEM 39

NATIONAL TOTAL OF SHORTFALLS

Sum of Item 38 for all applicant
institutions nationwide.

ITEM 40

RELATIVE SHORTFALL

Item 38 DIVIDED BY Item 39

ITEM 44

TOTAL FCC ALLOCATION

Item 12 PLUS Item 17 PLUS Item
43

ITEM 45

UNDER USED PERCENTAGE

Unexpended 1997-1998 funds
divided by 1997-1998 allocation.

ITEM 46

ALLOCATION REDUCTION

Highest 1997-1998 FCC allocation
minus 1997-1998 expenditure
(FISAP, Part III, Section B,
Line 1 minus line 3), if Item 45
above is greater than 10.0%.

ITEM 47

ADJUSTED FEDERAL PERKINS LOAN-
FCC

Item 44 minus Item 46.

ITEM 48

TOTAL AUTHORIZED LEVEL OF
EXPENDITURES

Sum of the following:

1. Item 47
2. Institutional Capital
Contribution (Item 47
MULTIPLIED BY one-third)
3. Item 32

4. FISAP Part III,
Section A, Line 1.1c (As
of June 30, 1998)
5. Estimated 1998-1999 Perkins
Loan Cancellation
Reimbursements, (equal to
payments made summer of
1998).